



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

DEPED-DIVISION OF SURIGAO DEL SUR
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DIVISION MEMORANDUM
No. 279, s. 2025

To: Select Public Schools District Supervisors/Districts-In-Charge
Select Elementary and Secondary School Heads
School ICT Coordinators
This Division

FINDINGS, ANALYSIS, AND RECOMMENDATIONS FOLLOWING THE MONITORING OF DCP E-LEARNING CART PACKAGES (BATCH 2023-2024)

1. The Division ICT Unit conducted a monitoring activity in recipient schools of the DepEd Computerization Program (DCP) E-Learning Cart Packages for FY 2023-2024 from June 23 to 27, 2025. This initiative aimed to assess the utilization of the packages in schools. A memorandum was issued on June 17, 2025, under Division Memo No. 238, titled "Conduct of Monitoring on the Use of DCP E-Learning Cart Packages Batch 2023-2024."
2. The following schools were identified and monitored during the one-week period:
 - Lingig NHS
 - Mararag NHS
 - Badong NHS
 - Baculin IS
 - Antipolo NHS
 - Gamut CES
 - Dugmanon NHS
 - Cagwait CES
 - Felisberto V. NHS
 - Balbuena IS
 - Jose San VS NHS
 - Bunga IS
 - Maglatab NHS
 - San Roque NHS
 - Florita H. Irizarri NHS
 - Javier NHS
 - Mahayag NHS
 - Carmen CES
 - Wakat NHS
 - Siagao NHS
 - Cantilan NHS
 - Tambis NHS
 - Purisima NHS
 - Canico P. Iriberry NHS
 - Sto. Nino NHS
 - Victoria IS
 - Panikian NHS
 - Maurillo Avila IS
 - Gamut NHS
3. Attached as Annex A are the findings, analysis, and recommendations gathered during the monitoring. Schools are advised to observe and be guided by the recommendations provided by the ICT Unit. These recommendations will serve as reference points during the next monitoring period to assess whether they have been properly implemented
4. **If a school fails to implement the recommended actions and does not utilize the DCP E-Learning Cart Packages, the Division Office reserves the right to reallocate the packages to other schools that can maximize their use.**



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5. Should you have any questions or require additional information, please do not hesitate to contact **Marvin G. Minguillan** - IT Officer at **marvin.minguillan@deped.gov.ph**.
6. Please ensure that school principals and relevant personnel are informed of these findings so they can take appropriate actions. Their cooperation is essential in addressing the issues identified and in implementing the recommended measures.
7. Immediate dissemination of this memorandum is highly desired.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Reference: **DepEd Order 78, s 2020**
To be indicated in the Perpetual Index
under the following subjects:

OSDS/MGM
0_/_/2025



FINDINGS, ANALYSIS, AND RECOMMENDATIONS (FAR)

Date of Monitoring: June 24-27, 2025

List of Schools Monitored:

- | | | | | |
|----------------|---------------------|-------------------|-------------------------|---------------------------|
| • Lingig NHS | • Wakat NHS | • Cagwait CES | • Victoria IS | • Florita H. Irizarri NHS |
| • Baculin IS | • Tambis NHS | • Jose San VS NHS | • Gamut NHS | • Carmen CES |
| • Dugmanon NHS | • Sto. Nino NHS | • San Roque NHS | • Badong NHS | • Cantilan NHS |
| • Balbuena IS | • Maurillo Avila IS | • Mahayag NHS | • Gamut CES | • Canico P. Iriberry NHS |
| • Maglatab NHS | • Mararag NHS | • Siagao NHS | • Felisberto Verano NHS | • Panikian NHS |
| • Javier NHS | • Antipolo NHS | • Purisima NHS | • Bunga IS | |

ACTIVITY/IES CONDUCTED: CONDUCT OF MONITORING ON THE USE OF DCP E-LEARNING CART PACKAGES BATCH 2023 AND 2024

DATE OF CONDUCT: June 24-27, 2025

OBJECTIVES:

- Validate the presence of DCP ELC packages in identified schools;
- Assess the status, condition, and level of utilization of the equipment.
- Check the completeness of documentation related to the deployment and use of the packages.
- Evaluate the implementation of security and maintenance measures.

METHODOLOGY USED:

AREA OF FOCUS (Indicators/Areas Observed/ Issues and Concerns)	FINDINGS AND ANALYSIS	RECOMMENDATIONS
1. Documents and Inventory of the DCP Package	<ul style="list-style-type: none"> • All schools were able to show the required documents like Inventory Transfer Receipts, Inspection and Acceptance Reports, and Delivery Receipts. However, many of these were missing important signatures—such as those of the person who received the items, the courier, or members of the inspection team. • Many schools also didn't use the standardized template provided by the ICT Unit for inventory and 	<ul style="list-style-type: none"> • Schools must ensure that all required documents are properly signed, even if they are retained as school copies. It is important to recognize that these documents serve as official records and must be duly completed for accountability and future reference. • All schools must strictly adhere to the prescribed unified template issued through Division Memorandum No. 560, s. 2024. The



	<p>reporting. This is despite the release of Division Memorandum No. 560, s. 2024, which gave clear instructions to use the unified format. Using different templates makes it harder to review and consolidate data accurately and consistently.</p>	<p>use of a standardized format ensures uniformity, facilitates easier review and monitoring, and upholds compliance with division-wide reporting protocols. School ICT coordinators and property custodians must be reoriented on the importance of using the correct templates and be held accountable for future non-compliance.</p>
<p>2. Utilization of Laptops</p>	<ul style="list-style-type: none">• The E-Learning Cart (ELC) packages were meant to help students in their learning, but in many schools, the laptops are mostly being used by teachers for paperwork and administrative tasks instead of classroom instruction.• Some schools haven't fully used the laptops since they arrived in October 2024. In a few cases, the devices are still in storage or only being used occasionally.• A number of schools mentioned that they don't have internet connection, which is why the laptops aren't being used. However, these laptops can still be used offline—for teaching digital skills, using pre-installed materials, and supporting classroom learning even without internet.• Some teachers shared that they find it hard to include the laptops in their lessons, either because they're not used to the technology, they lack time to adjust their teaching methods, or they find it inconvenient.• Most schools said only Senior High School students, particularly those in Grades 11 and 12 taking Practical Research and Media Information Literacy, have been using the laptops. Students in Grades 7 to 10 haven't had access yet, although some schools plan to start using the	<ul style="list-style-type: none">• School heads and ICT coordinators should make sure the laptops are mainly used by students for learning and building digital skills—not just for paperwork or reports.• Schools should be reminded that the laptops can still be used even without internet. Short sessions or demos can be held to show teachers how to use offline resources and tools.• Laptops shouldn't be limited to just Grades 11 and 12. Schools should create a schedule so younger grade levels, like Grades 7–10, can also benefit—especially for TLE or ICT subjects.



	<p>laptops for them in the second quarter when TLE-ICT subjects begin.</p> <ul style="list-style-type: none"> The only time the laptops were widely used across different grade levels was during the TOFAS (Technology-Operated Formative Assessment System) exams. 	
<p>3. Security and Safety Measures</p>	<ul style="list-style-type: none"> The security of the E-Learning Cart (ELC) equipment needs attention. In some schools, the laptops and devices are stored in areas that aren't properly secured. Some rooms lack basic safety features like padlocks, window grills, or even simple CCTV cameras. This puts the equipment at risk of being stolen or damaged. 	<ul style="list-style-type: none"> Store ELC equipment in secure, locked areas with padlocks and window grills. Install CCTV cameras where feasible to deter theft. Regularly assess storage security and report any issues. Include security improvements in the school's AIP or MOOE planning.
<p>4. Maintenance Practices</p>	<ul style="list-style-type: none"> In most schools, regular maintenance of the E-Learning Cart (ELC) laptops isn't being done. Since the devices were delivered, many have been used without any basic check-ups or care. Only a few schools keep a maintenance logbook or have someone assigned to monitor the condition of the equipment. Without regular maintenance, these devices are more likely to break down or wear out faster. Even simple tasks like cleaning the laptops, checking the batteries, or updating the software can go a long way in keeping them working well for a longer time. 	<ul style="list-style-type: none"> Assign staff responsible for ICT equipment maintenance. Keep a maintenance logbook to track check-ups and issues. Conduct regular preventive maintenance (e.g., cleaning, battery checks, software updates). Include maintenance activities in the school's ICT plan or MOOE allocation.

Prepared by:

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IT Officer I

Noted:

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